

## **First Baptist Church of Middletown**

### **Job Description**

#### **Position: Interim Minister/Director of Music**

The **First Baptist Church Middletown** (FBCM) is a family-oriented church in the historic district in Middletown, Kentucky (an eastern suburb of Louisville). The church plays a vital role in the community through school and civic participation, mission projects, and volunteerism. We partner with the Cooperative Baptist Fellowship and Cooperative Baptist Fellowship Kentucky for missions. Our Senior Pastor is Dr. Jim Cobban.

**Position Summary:** FBCM is seeking an Interim Minister/Director of Music to lead the music ministry of the church. The Interim reports to the Pastor.

The Interim – Minister/Director of Music person will be a part-time salaried exempt employee based on an average of 20 hours per week. It would be possible for this person to be considered as a candidate for the permanent position. This position is open to an ordained or non-ordained person. A theological degree is not required.

#### **Duties And Responsibilities:**

- Committed Christian in faith and practice.
- Maintain required CCLI licenses and audit records as required.
- Partner with the Pastor and Staff in worship planning for all services.
- Creatively and prayerfully select and lead music for the worship services including congregational singing and special music.
- Lead in the planning and promoting of all musical groups of the church including, but not limited to: Children's Choirs, Youth Choir, Adult Choir, Handbell Choir, and other choirs and ensembles as needed.
- Lead the church's accompanists and orchestra.
- Provide power point presentations to the church's audio-visual personnel, including lyrics, music related announcements, scripture readings, worship orders, etc.
- Secure a substitute leader for worship services in case of absence.
- Communicate to the church via a written column in the Sower, the church's monthly newsletter.

- Prepare and present a report at the church quarterly business meeting.
- Each Monday, provide the church secretary with music to be copied for all instrumentalists for the following Sunday.
- Times to be present at the church: Sunday morning services, Youth music on Sunday evenings, other special rehearsal times, Staff meeting, Wednesday choir rehearsal, meet with accompanists/orchestra/soloists, and other times as needed.
- Periodically provide special music services and concerts.
- Maintain current music library. Purchase as needed new music as well as materials, supplies, and musical instruments.
- Arrange and provide music for weddings, funerals, special projects, ministries, and other church-related activities upon request.
- Plan and manage an annual music ministry budget.
- Recommend to the Trustees needed care and repair on the musical instruments and equipment.

**Desired Qualities:**

- Excellent choral conducting skills.
- An understanding of basic worship media technologies.
- Strong communication and interpersonal skills to work effectively with choir members, musicians, church leadership, and the congregation.
- Familiarity with and willingness to include a broad range of music for congregational singing.
- Strong organizational skills to plan, coordinate, and implement the Interim's duties and responsibilities.

**To Apply:** Send a cover letter and resume to [mrumsey@fbcmtown.org](mailto:mrumsey@fbcmtown.org) or mail to First Baptist Church Middletown, 11721 Main Street, c/o Personnel Committee, Middletown, Kentucky 40243.